

Legal Counsel

Department: Legal

Reports to: Group General Counsel

Competency level: Intermediate/Senior

Summary:

In this role, you'll provide practical, commercially focused legal advice, support contract negotiations and ensure compliance across Catalyst's New Zealand entities, with some involvement internationally. The work is varied and impactful, spanning commercial transactions, compliance and strategic initiatives in areas such as data sovereignty, open-source software and Te Ao Māori.

Jobholder is accountable for	Jobholder is successful when
<p>1. Providing legal advice and guidance</p> <ul style="list-style-type: none">• Providing advice to internal clients and stakeholders on legal and commercial issues, playing an integral role in the ongoing success of Catalyst.• Liaising with government and regulatory authorities on matters that affect the organisation's present and future activities.• Briefing and managing external counsel on legal issues relating to the organization.• Researching legislation affecting the organisation and ensuring that relevant departments within the organization are informed of new or proposed legislation and policy.• Analysing Catalyst's legal and corporate risk, and offering pragmatic solutions-focused alternatives and	<ul style="list-style-type: none">• Timely, accurate, pragmatic and solutions focussed legal and commercial advice provided• Positive feedback from Group C, clients and senior stakeholders• Measurable impact on Catalyst's success in line with strategy and objectives set by GC and SLT.• High-quality contracts drafted and negotiated;• Maintained professional standards in all aspects of your work.• Effective liaison with government and regulatory authorities; outcomes align with Catalyst strategy and objectives; proactive and timely handling of regulatory matters.• Comprehensive risk analysis performed;• Accurate and timely research on legislation; effective communication of legislative changes; compliance with new and proposed legislation.• Pragmatic and effective solutions

<p>recommendations as required.</p> <ul style="list-style-type: none"> • Drafting and negotiating important contracts and new constructs on behalf of the organisation. 	<p>provided;</p> <ul style="list-style-type: none"> • Regularly provides the business with options • Meet agreed project time-frames
<p>2. Maintaining strong and professional communications with clients and other Catalyst employees.</p> <ul style="list-style-type: none"> • Managing the legal@catalyst inbox, allocating work within the team, maintaining the GitLab board for task allocation, and keeping internal clients informed of progress. • Supporting management and other team members with document production as required. • Maintaining effective lines of communication to employees, other team members and clients. • Ensuring tidy and professional presentation when meeting with clients. • Engaging with clients in order to generate both ideas and new work opportunities. • Attending meetings via phone or video conferencing as required. 	<ul style="list-style-type: none"> • Efficient management of legal in-box and task allocation; • Escalates issues to Group Counsel in a timely manner for support / decision • Receives positive feedback on responsiveness, quality and organisation from senior stakeholders. • Confidentiality is maintained at all times. • Both verbal and written communications are clear, concise and accurate. • Client, manager and other team members provide positive feedback on communication style. • Effective management and briefing of external counsel within budget • Jobholder models appropriate behaviour that represents Catalyst and Catalyst's values in all external engagements. • Both clients and Catalyst employees are communicated with in a fair, honest and open way. • Succinct, Pragmatic plain English and in line with Catalyst tone of voice framework
<p>3. Working with your manager towards your continual learning and development.</p> <ul style="list-style-type: none"> • Participating in relevant trainings. 	<ul style="list-style-type: none"> • New and relevant knowledge or experience is gained via training or work experience, and is actively brought in to your day to day work. • Goals and targets are met, both short

<ul style="list-style-type: none"> • Creating and providing commercial & legal training to the business • Setting goals and targets for the further development of your career. • Taking on new and variable tasks as your role develops, as directed by your manager • Other duties as directed by Group General Counsel, Senior Leadership Team or Board 	<p>and long term.</p> <ul style="list-style-type: none"> • Entering timesheets daily in our Work Request Management System (WRMS).
<p>Skills and Requirements:</p> <ul style="list-style-type: none"> • 4 years' + PQE in corporate/commercial law • In-house and commercial contracting experience, with exposure to technology an advantage • Current NZ legal practising certificate • Strong commercial judgement with ability to simplify complex legal concepts • Experience in contract negotiation and compliance. • Knowledge of laws relevant to Catalyst's operation. • Excellent written and verbal communication skills; able to use plain English over legalese • Analytical and problem solving skills • Pragmatic, solutions focused approach <p>Competencies:</p> <ul style="list-style-type: none"> • Empathetic and people-oriented, with strong interpersonal skills • Ability to work collaboratively, lead projects and support senior stakeholders • Organised, self-motivated, and able to manage multiple priorities with attention to detail • Commitment to Te Tiriti o Waitangi and/or willingness to develop knowledge of Tikanga and Te Ao Māori 	